

FAST FACTS

Parental Involvement in a Targeted Assistance Setting

As teachers, we understand the importance of parental involvement. Schools with a Title I program must have some very specific requirements that must be in place in regard to parental involvement. Below is a list of those requirements:

Parental Involvement Policy – This policy should be updated yearly, distributed to parents in some manner, and describe the ongoing activities that are held by the school to inform and involve parents in their child's education. In large districts, the district and each of its Title I schools must have a unique parental involvement policy. In smaller districts, the district and its Title I schools may develop a joint policy; however, district level and school level requirements must both be adequately addressed. This policy must meet U.S. Department of Education (USDE) regulations.

Parent-School Compact – This is an agreement between the home and the school that outlines each party's responsibility for supporting student learning. Each Title I school should have a compact outlining its unique needs. This compact must meet USDE regulations.

Annual Parent Meeting – A parent meeting must be held each year and documented with minutes. This meeting should give parents the opportunity to actively participate and have input into the Title I program. This meeting is most often held in the fall of the school year.

Assessing Parental Involvement Component – At the end of each school year, you must assess your parental involvement component. How you assess the parental involvement component is a local decision. Most often, it is a survey sent out to parents. The idea is to give parents a chance to voice their feelings by asking them, "How are we doing?" or "What suggestions and recommendation do you have for improving the program?"

Providing Opportunities for Training Parents – The Title I program must provide parents with opportunities to become partners with the school in promoting the education of their child at school and at home. This should include information about specific methods parents can use at home to complement their child's education. This requirement could be evidenced by parent training sessions or workshops, copies of handouts and/or newsletters distributed to parents, and examples of information exchanged at parent-teacher conferences.

Annual Review Meeting – This is a review of the entire Title I program (not just parental involvement), asking yourself, "What worked well this year?" and "What changes would I like to make for next year?" Parents do not have to attend this meeting; however, they must be informed of the results of this meeting.

Informing Parents' of Student Eligibility – You must send a letter home, every year, informing parents that their child is eligible to receive Title I services. Parents must be given the opportunity to decline services. A signature is required if services are declined.

Informing Parents of Student Progress – Some type of report must be sent home for parents to report their child's progress in the Title I program. This report may be sent home during conferences, with other report cards, or any other time a Title I teacher wishes to send it home. This report must be distributed minimally twice a year, preferably more often.

Parents' Right to Know Clause – At the beginning of each school year, all parents (not just parents of Title I students) must be notified that they may request, and the school will provide upon parent request, information regarding the professional qualifications of the student's classroom teachers. This notification is the responsibility of the school administration.

Students Being Taught by Highly Qualified Staff – If a child is taught for four consecutive weeks by a teacher who does not meet the federal definition of "highly qualified", his/her parents must be notified of this fact. This includes all children, whether they are a Title I student or not. This notification is the responsibility of the school administration.

Notifying Parents on LEP – Parents must be notified if their child is placed in a program for LEP students.

Contact Information

If you have questions regarding this Fast Facts, please contact:

Division of Student Support & Innovation

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